

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B3400217

PRINT DATE: 03/08/16

PAGE: 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

### VENDOR ID:

STAPLES ADVANTAGE  
PO BOX 415256

BOSTON, MA  
(800 )270-9710

02241-5256

### REFER QUESTIONS TO:

LISA FORTUNE MCDONALD  
(410 )767-4084  
LISA.MCDONALD@MARYLAND.GOV

### ITB:

EXPR DATE: 04/30/16  
POST DATE: 12/19/12

DISCOUNT TERMS: .  
CONTRACT AMOUNT:

NET 30 DAY  
.00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

\*\*\*\*\*

STATEWIDE CONTRACT FOR

OFFICE SUPPLIES

\*\*\*\*\*

\*\*\*\*\*

AMENDMENT 4: THE EXPIRATION DATE OF THIS CONTRACT HAS BEEN EXTENDED  
THROUGH JANUARY 31, 2016..

\*\*\*\*\*

\*\*\*\*\*

AMENDMENT 3: THE EXPIRATION DATE OF THIS CONTRACT HAS BEEN EXTENDED  
THROUGH DECEMBER 31, 2015..

\*\*\*\*\*

\*\*\*\*\*

AMENDMENT 2: THE EXPIRATION DATE OF THIS CONTRACT HAS BEEN EXTENDED  
THROUGH SEPTEMBER 30, 2015.

\*\*\*\*\*

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B3400217

PRINT DATE: 03/08/16

PAGE: 02

### TERMS (cont'd):

\*\*\*\*\*

CONTRACT MODIFICATION 1 - THIS CONTRACT HAS BEEN EXTENDED THROUGH MARCH 31, 2015.

\*\*\*\*\*

VENDOR TELEPHONE NUMBER: (410) 567-2308 MAUREEN DEFRANK

VENDOR TO SUPPLY OFFICE AND CLASSROOM RELATED SUPPLIES ACCORDING TO THE NATIONAL JOINT POWERS ALLIANCE (NJPA) CONTRACT NUMBER 031210

CONTRACT PERIOD: DATE OF AWARD THROUGH DECEMBER 31, 2015

THE VENDOR IS REQUIRED TO ACHIEVE A 5% MINORITY BUSINESS GOAL APPROVED BY DGS PEER REVIEW GROUP.

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING ANY RENEWAL OPTIONS, STAPLES MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT.

NATIONAL JOINT POWERS ALLIANCE CONTRACT DISCOUNT PRODUCT CATEGORY: THIS IS A PARTIAL LISTING OF CATEGORIES SUPPLIED UNDER THIS AGREEMENT. FOR EXACT PRICING LOG ON TO WWW.STAPLESADVANTAGE.COM

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

### CHANGES

---

#### PROCESSING FEE

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B3400217

PRINT DATE: 03/08/16

PAGE: 03

### TERMS (cont'd):

DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT, INCLUDING AGENCY CODE AND STATE ITEM ID SHALL ALSO BE EMAILED TO WAWAU.SALAKO@MARYLAND.GOV.

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

A. THE STATE AND STAPLES BUSINESS ADVANTAGE, A DIVISION OF STAPLES CONTRACT AND COMMERCIAL, INC., HAVE AGREED TO INCORPORATE THE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE NJPA CONTRACT AGREEMENT, NUMBER 031210, WITH THE NJPA, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN NJPA CONTRACT, NUMBER 031210.

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> |  |
|---------------|----------------------|------------|------------------|--|
|---------------|----------------------|------------|------------------|--|

|      |       |  |  |  |
|------|-------|--|--|--|
| 0027 | 20372 |  |  |  |
|------|-------|--|--|--|

PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS TRACTORS, INKS AND CARTRIDGES

|      |       |    |  |  |
|------|-------|----|--|--|
| 0028 | 20772 | EA |  |  |
|------|-------|----|--|--|

PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS TRACTORS, INKS AND CARTRIDGES, PAPER, LABEL SHEETS, SHEET

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B3400217

PRINT DATE: 03/08/16

PAGE: 04

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> |  |
|---------------|----------------------|------------|------------------|--|
|---------------|----------------------|------------|------------------|--|

|      |       |    |  |  |
|------|-------|----|--|--|
| 0029 | 60073 | EA |  |  |
|------|-------|----|--|--|

OFFICE MACHINES, EQUIPMENT, ACCESSORIES, AND SUPPLIES

|      |       |    |  |  |
|------|-------|----|--|--|
| 0030 | 61560 | EA |  |  |
|------|-------|----|--|--|

OFFICE SUPPLIES, GENERAL (NOT OTHERWISE CLASSIFIED)

|      |       |    |  |  |
|------|-------|----|--|--|
| 0031 | 61573 | EA |  |  |
|------|-------|----|--|--|

RECYCLED OFFICE SUPPLIES

|      |       |    |  |  |
|------|-------|----|--|--|
| 0032 | 64521 | EA |  |  |
|------|-------|----|--|--|

PAPER, BOND

|      |       |  |  |  |
|------|-------|--|--|--|
| 0033 | 64621 |  |  |  |
|------|-------|--|--|--|

BOND PAPER (INCLUDING RECYCLED), ENVIRONMENTALLY CERTIFIED PRODUCTS

END OF ITEM LIST

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, REYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

CONTRACTOR SHALL PROVIDE A QUARTERLY ELECTRONIC CONTRACT USAGE REPORT IN EXCEL FORMAT TO THE DGS PROCUREMENT OFFICER AND THE SUSTAINABILITY OFFICER, ANNE JACKSON AT ANNE.JACKSON@DGS.STATE.MD.US. THE REPORT SHALL INCLUDE AT A MINIMUM:

- . INDENTIFICATION OF THE AGENCIES USING THE CONTRACT.
- . TOTAL COST OF ALL INVOICED PURCHASES FOR EACH STATE AGENCY
- . ITEMIZED LIST, AND TOTAL COST BY STATE AGENCY, OF INVOICED

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

**BPO NO:** 001B3400217

**PRINT DATE:** 03/08/16

**PAGE:** 05

**TERMS (cont'd):**

PURCHASES THAT ARE MADE FROM RECYCLED CONTENT, INCLUDING  
THE RECYCLED CONTENT PERCENTAGE BY WEIGHT.

VENDOR FEDERAL IDENTIFICATION NUMBER: 1043390816

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (877) 285-8852

VENDOR CONTACT PERSON: JUDSON BURNS

\*\*\*\*\* LAST PAGE \*\*\*\*\*

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

BUYER AUTHORIZED DESIGNEE